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Instructions

MEMORANDUM FOR: D/DCI/ICS
D/DCI/NIO

SUBJECT : Recruitment and Processing of Military
Detailees

1. This memorandum is to establish guidelines within the DCI area for the recruitment and processing of military detailees and to advise you of the existing Agency mechanism for this purpose. Problems related to recruitment and records have arisen principally because personnel have been brought on duty before their final clearances are issued or coordination with parent services has been ignored. The adherence of your staffs to these guidelines will facilitate the entrance-on-duty of desired personnel and hopefully avoid some of these problems. It is essential, from a security standpoint, that military and civilian personnel not be assigned to work in this building nor should commitments be made to the individual until final clearances have been issued by the Office of Security.

2. In order to avoid unnecessary confusion and lack of administrative coordination, we have assured Office of Personnel and Security that the following procedure will apply:

a) When initiating a recruitment request by name for a specific individual, the request will be submitted to the AO/DCI including a resume or biographic sketch. The request should identify the position to which the individual is to be assigned and a brief description of the duties he is to perform. AO/DCI will inform Military Personnel Branch (MPB), Office of Personnel, who will in turn request the parent service to make the individual available for assignment to the Agency. If the parent service concurs in the assignment, they will obtain and forward to MPB appropriate security and medical documents required to initiate clearances. MPB handles all of the clearance procedures. Normal processing time is approximately two months which can vary dependent upon the current location of the officer and his availability to proceed to Washington for the

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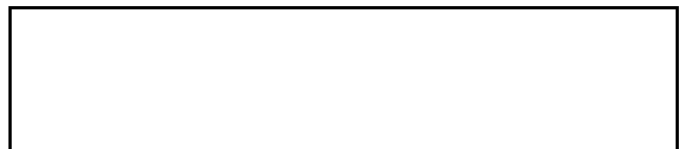
Approved For Release 2005/03/24 : CIA-RDP80M01133A000700130023-3

necessary clearance procedures. The AO/DCI will be advised by MPB when final clearances are issued and will, in conjunction with your office, establish a reporting date for the individual.

b) If the request is for a specific requirement and not for a specific individual, the request should be submitted to the AO/DCI identifying the position to which the individual is to be assigned, a more detailed description of the duties to be performed, and a listing of the required qualifications. AO/DCI will inform MPB who will in turn request the military services to nominate qualified personnel to fill the requirement. Nomination documents will be forwarded to your office for review and decision as to whether the individual is acceptable. Once an acceptable candidate is identified, he will be invited to Headquarters for medical and security processing and interviews with appropriate members of your staff. Final acceptance is, of course, contingent upon the interviews. If the individual remains acceptable, MPB continues the clearance procedure. After final clearance is received, a reporting date is established in the manner noted in paragraph 2(a).

3. You will be alerted one year prior to the tour completion date of each military detailee in order that appropriate replacement plans can be formulated.

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Administrative Officer, O/DCI